



Operations Coordinator

Join Our Team – Inspire the Next Generation of Foodies

Job Summary

Sprouts Cooking School is seeking a highly organized, hospitality-minded leader to oversee studio operations and support the day-to-day coordination of our team. This role plays an important part in ensuring classes, camps, and events run smoothly while maintaining clear communication, strong operational systems, and a polished experience for both staff and families.

This position includes significant administrative and team coordination responsibilities, including staff scheduling, internal communication, operational planning, and supporting teachers so they can focus on delivering excellent classes. The Operations Coordinator will maintain organized systems, support team performance, and help ensure the studio operates efficiently each week.

The ideal candidate is organized, detail-oriented, and comfortable balancing administrative responsibilities with hands-on leadership in a fast-paced environment. Strong communication skills, sound judgment, and the ability to support and guide a team are essential for success in this role.

This role is best suited for professionals who thrive in organized, service-driven environments where attention to detail, clear systems, and strong communication are essential. Sprouts serves families who value a polished, organized, and thoughtfully executed experience, and the Studio Operations Manager plays a central role in maintaining those standards by supporting the team and ensuring every class and event reflects the high level of care families expect from Sprouts.

Sprouts Cooking School is Indiana's only dedicated cooking school for children, offering classes, camps, and birthday parties for ages 3–14.

Responsibilities

Operational & Leadership

- Coordinate staff schedules using 7Shifts and ensure appropriate coverage for classes and events
- Support teachers and team members to ensure classes run smoothly and operational standards are upheld

- Monitor staff clock-in/clock-out accuracy and address attendance or scheduling issues as needed
- Provide coaching and guidance to staff to support a positive and professional team environment
- Participate in hiring, onboarding, and training new team members

Administrative & Operational Coordination

- Prepare a weekly operations report for the owner summarizing staffing, operational updates, and any guest concerns
- Send weekly communication updates to teachers and staff regarding upcoming classes and operational notes
- Maintain organized operational systems including prep sheets, class materials, and internal documentation
- Monitor internal communication channels and respond to team questions in a timely manner
- Respond to guest emails and questions

Class & Event Support

- Ensure classes, camps, and birthday parties are properly prepared and staffed
- Coordinate with kitchen and prep staff to ensure ingredients and materials are ready for classes and that allergen safety standards are upheld
- Help ensure the kitchen and studio remain clean, organized, and prepared for scheduled programs
- Ensure families receive professional, responsive, and welcoming service
- Support coordination of private and community events

Studio Leadership Presence

- Periodically observe classes in person to support staff and monitor operations
- Assist with troubleshooting operational issues that arise during classes or events
- Help maintain the polished, welcoming environment that Sprouts families expect

Qualifications

- **Bachelor's degree in business, hospitality management, education, communications, or a related field required (or equivalent professional experience)**
- **5+ years of professional experience in hospitality, operations, event coordination, or team leadership roles**
- Demonstrated experience coordinating teams, schedules, or operational systems
- Strong organizational and administrative skills with exceptional attention to detail
- Polished, professional written and verbal communication skills
- Ability to remain calm and solutions-oriented in a fast-paced environment
- Experience working with children in a structured setting preferred
- ServSafe certification a plus (or willingness to obtain)

- This role requires strong emotional intelligence, professionalism, and the ability to lead a team in a calm, solutions-oriented manner.
- Strong organizational and administrative skills with proficiency in Microsoft Word and Excel
- Minimum 1 year of experience working with children in a structured setting

Schedule Requirements

- Evening and weekend availability required during the school year
- Daytime availability required during summer camp season (Monday–Friday)

Physical Requirements

- Ability to lift up to 50 lbs
- Ability to stand for extended periods

Compensation

Part-time

\$22–25 per hour, based on experience

Work Location

In person – Carmel and Zionsville Indiana